

# EEAS Vacancy Notice: Contract Agent FGIII – Human Resources Mana

## **We are:**

The European External Action Service (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports his tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

Within the Directorate for Human Resources, **the Career and Learning Development Division (BA.HR.4)** aims to find the best match between the staffing needs of the EEAS and the professional development of its staff. To this purpose, the Division is committed to supporting EEAS staff in fulfilling their full potential and their career aspirations. The division is notably in charge of

- ensuring the smooth implementation of the statutory career development policies (e.g. appraisal, promotion/ reclassification, certification)
- developing overall career policies and guidance
- offering modern and effective learning and development opportunities for staff
- manage the annual training budgets for Delegations and Headquarters.

The present number of staff in the Division is 27.

## **We propose**

The position of the **Human Resources Management Assistant – Course Manager**, contract agent FGIII as per article 3b of the Conditions of Employment of Other Servants of the European Union (CEOS).

This position is situated in the Learning and Development sector and encompasses the tasks of coordination and course management of training offers for colleagues in HQ and Delegations, under the direct supervision of the Head of Sector.

## **We look for**

An enthusiastic and service-oriented team player who takes pleasure in contributing to learning and development of colleagues. Given the dynamic working environment and the diverse nature of activities organized in the division, we look for a versatile and flexible colleague who enjoys a variety of tasks and who values collaboration and mutual support.

He/she will be entrusted with the following main tasks, along other course managers:

- Course management of classroom and online trainings, including planning, communication, management of registrations, handling the learning management system, logistical arrangements, evaluation and archiving. These courses cover amongst others:
  - Training courses in the newly established EEAS Training Maps for Newly Appointed Managers,
  - Political Officers, Assistants to Heads of Delegations and Budget, Finance and Contract Assistants.
  - Communication of learning and development offers.
  - Specific skills and competence courses at HQ and Delegation.
  - Support to other activities such as mentoring and team-building.
- Pro-active assistance to other trainings and seminars organised in the division
- Act as Operational Initiation Agent (OIA) in the legal and financial circuits
- Ensure and participate in procurement procedures for training activities
- Manage direct interface with colleagues on training related questions, e.g. functional mailboxes and the learning management system
- Contribute to the statistics of the learning analytics
- Represent the sector in training related meetings with internal / external stakeholders
- Contribute to the identification of new training initiatives and learning formats

## **Legal basis**

The vacancy is to be filled in accordance with the conditions stipulated under the Conditions of Employment of Other Servants of the European Union (CEOS). <sup>1</sup>

The successful candidate will be offered a contract agent position (Function group III); renewable contract for a maximum duration of 6 years (with a valid CAST exam).

## **Eligibility criteria**

Candidates for this contract agent III post should:

- (i) have passed a valid EPSO CAST in a valid FG for this post

or

- have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset.
- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.

## **Selection criteria**

Candidates should:

- have knowledge and/or proven experience in the key areas related to course management of learning and development formats
- display strong organisational skills
- have experience in communication
- be familiar with new technologies and their usage in learning and development
- have a basic knowledge of applicable financial rules and procedures
- have an outgoing personality, good communication skills and a service-oriented attitude
- be a team-player
- be flexible and stress resistant in the light of changing demands and have a problem solving attitude

Furthermore:

- experience of working in an EU Delegation;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience in working with or within other EU institutions.

would be considered as strong assets.

## **Specific conditions of employment**

The signature of the contract will be subject to prior favourable opinion of the Medical Service.

The successful candidate might be required to undergo security vetting if she or he does not hold already a Personal Security Clearance to an appropriate level, in accordance with relevant security provisions.

## **Equal opportunities**

The External Action Service applies an equal opportunities policy.

## **Application and selection procedure<sup>2</sup>**

Please send your CV and cover letter (with your EPSO CAST number) via email to

[CAREER-LEARNING-DEVELOPMENT@eeas.europa.eu](mailto:CAREER-LEARNING-DEVELOPMENT@eeas.europa.eu)

**Deadline for applications: 28 September 2020 at 12.00 (CET).**

Candidates shall draft their CV following the European CV form which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

**Late applications will not be accepted.**

The selection panel will make a pre-selection on the basis of the qualifications and professional experience described in the CV and motivational letter, and will produce a shortlist of eligible candidates who best meet the selection criteria for the post.

The candidates who have been preselected will be invited for an interview by a selection panel. The panel will recommend a shortlist of candidates for a final decision by the Authority Empowered to Conclude Contracts of Employment. The Authority may decide to interview the candidates on the final shortlist before taking this decision.

**Place of employment: EEAS Headquarters, Brussels, Belgium**

**Post available: 1/12/2020**

<sup>1</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

<sup>2</sup> Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented by ADMIN(2019)8 Decision of the High Representative of the Union for Foreign Affairs and Security Policy. The privacy statement is available on the Europa website: ([http://eeas.europa.eu/data\\_protection/rights/index\\_en.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)) and on the EEAS Intranet: (<https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-statements>).